

Self-Assessment of Personnel and Property Management

The following questions will help you assess your current proficiency and identify areas of focus for your orientation plan. Please check the appropriate response for each question in the boxes provided. The three columns reflect the three levels of proficiency, and are labeled PRO= Proficient, KNOW= Knowledgeable, and AWARE.

PERSONNEL AND PROPERTY MANAGEMENT	PRO	KNOW	AWARE
Have you had experience managing other leaders or supervising staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with federal legislation regarding treatment of employees such as the Americans with Disabilities Act or the Family and Medical Leave Act?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you hired or fired staff under local county government rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you worked with unions (as an employer)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel you need further orientation or training on personnel policies or practices to adequately perform your duties as public health administrator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel you need further orientation or training on property management to adequately perform your duties as public health administrator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please list other areas needing further orientation, if any:			